

# Submitting Lesson Plans through the Acadis Portal:

- Step 1** Log in to the Portal –  
<https://acadis-portal.tn.gov/AcadisViewer/login.aspx>
- Step 2** Under the “**Training & Events**” tab at the top of the screen, choose “**Request Lesson Plan Approval**”.
- Step 3** Approving Organization: TLETA – Academy Licenses  
ALWAYS choose this option.
- Step 4** **Course Title:** 2017 [name of department] In-Service or  
2017 Name of Specialized Class (*do not enter anything else on this line*)
- Step 5** **Course Number:** Leave this blank.
- Step 6** **Course Description:** If any of the mandatory topics are included, enter them here and then any other information you want to include about the course.
- Step 7** **Length:** Enter the number of hours in this box.  
  
Leave the CEU box blank.
- Step 8** **Effective Date:** Enter the date training begins.
- Step 9** **Learning Objectives:** Every program of instruction, course, or training activity begins with a goal. List your learning objectives here.
- Step 10** **Target Attendees:** Particular group of people, identified as the intended recipient of a training event, i.e. Full-time Law Enforcement, Part-time Law Enforcement.
- Step 11** **Expected Class Size:** example - 10 to 20 students  
List the number of instructors.
- Step 12** **Evaluation Procedure:** For In-Service - testing will confirm their knowledge they obtained from the class. For Specialized classes - testing and/or critique will confirm their knowledge they obtained from the class.
- Step 13** **Methods/Techniques:** List visual aids such as power points, handouts, interaction with students. Practical training exercises, hands on instruction from the instructors, etc.

- Step 14**      **Bibliography/Source:** If there is just one instructor, then you can use this block for your bios. If there are several instructors, I would recommend you use a Word document containing a brief paragraph on each instructor, skip two spaces, then enter the second instructor bio, skip two spaces enter the third instructor bio, and so forth. Attach document near the bottom of the page under “Add Document”.
- Step 15**      **Other information:** Enter Start Date and End Date of Training here. Or put “Training Year 2017.”
- Step 16**      **Instructor Qualifications:** You can list instructor qualifications in this area, if you want.
- Step 17**      **Specific Instructors:** Fill in as needed.
- Step 18**      **Space Requirements:** Classroom size should be large enough to accommodate the students attending. (Classroom is adequate for 35 students, etc.) If you are going to utilize a firing range, be sure there are enough firing stations for your class.
- Step 19**      **Instructor Materials:** List handouts, any supplies you want to give the students to better enable them to have an enjoyable and learning experience.
- Step 20**      **Equipment/Supplies:** List equipment/supplies instructors will need for their class.
- Step 21**      **Documents:** Attach the following documents: schedule, instructor bios scanned to one file in alphabetical order, PowerPoints saved as PDF files, test questions and test answer key. (T/F questions are not permitted under POST Rules.)
- Step 22**      **Special Request:** You can list any special requests or notes in this section. It is not required.
- Step 23**      When you are certain everything is correct, click the “Submit for Approval” button.

**Once your training has been reviewed and approved, your POST Course Number will be added to the approved courses on the Resources page of the POST website. The website is updated at the end of each week. It will be your responsibility to maintain the POST Course Approval Number.**

**You will need the POST Course Number to submit approved training through the portal.**